



**DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1 RESERVE WAY
ST. LOUIS, MO 63132-5200**

AHRC-PLS-I

5 March 2004

MEMORANDUM FOR ASSIGNED DRILLING INDIVIDUAL MOBILIZATION AUGMENTATION (DIMA) AND ARMY RESERVE ELEMENT (ARE) SOLDIERS

SUBJECT: Memorandum of Instruction for Submitting Pay Related Documents for Inactive Duty Training (IDT) Periods Performed by DIMA and ARE Program Participants

1. Welcome to the DIMA or ARE Program. This memorandum provides financial information pertaining to the IDT periods (drills) you will be performing.
2. The enclosed U.S. Army Human Resources Command (HRC) assignment or amended assignment order containing the statement "AUTH FOR DRILLING IMA PRGM. PAY CAT B," or "ASSIGNED TO JOINT RESERVE UNIT. AUTHORIZED TO PERFORM IDT FOR PAY. PAY CAT A" authorizes you to begin scheduling and performing the specified number of drills in a fiscal year with your assigned agency.
3. These drills are for pay as well as retirement points. An IDT period equals four hours of training. You cannot exceed two IDTs for pay in a 24-hour period. If you exceed the maximum drills authorized, the excess will be converted to retirement points.
4. You will receive points only for IDTs performed before the effective date on your DIMA or ARE authorization order. The DIMA and ARE Program pays only base pay (no travel or per diem) for IDTs.
5. You must complete the enclosed forms listed in a through i below for accessioning into Defense Joint Military Pay System-Reserve Components (DJMS-RC).
 - a. SF 1199A (Direct Deposit Sign-Up Form): Direct deposit is mandatory. Submit an SF 1199A completed by your financial institution. You may attach a voided blank check to the SF 1199A instead of completing the SF 1199A.
 - b. W-4 Form (Employee's Withholding Allowance Certificate): The W4 is necessary even though you may have a current form on file with your employer.
 - c. DD Form 2058 (State of Legal Residence Certificate): The DD Form 2058 is used for tax purposes.
 - d. DD Form 2058-1 (State Income Tax Exemption Test Certificate): The DD Form 2058-1 is used for exemption from State income tax.
 - e. DD Form 2058-2 (Native American State Income Tax Withholding Exemption Certificate): The DD Form 2058-2 is used for Native American service members to stop State income tax withholdings.
 - f. DD Form 93 (Record of Emergency Data): The DD Form 93 must have the original signature of the Soldier, the appropriate witness, and date.

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g. SGLV Form 8286 (Servicemen's Group Life Insurance (SGLI) Election and Certificate) and SGLV Form 8286A (Family Coverage Election): Choose the amount of SGLI you desire for yourself on the SGLV Form 8286 (using \$10,000 increments) from a minimum of \$10,000 to \$250,000 maximum coverage. SGLI coverage is automatically \$250,000 unless you decline coverage or elect a lesser amount. If desired, complete the SGLV Form 8286A for family coverage.

h. Termination Statement for Servicemen's Group Life Insurance: If you currently have SGLI coverage under other than a DIMA or ARE status, termination is required in order to avoid duplicate billing. The signed statement will terminate other SGLI coverage.

i. AHRC Form 4055 (Assignment to DIMA or ARE Position Statement of Understanding): This form explains that you will receive base pay only for IDTs performed as a DIMA or ARE member. You are ineligible for travel and per diem pay for IDTs performed.

6. Take your finance packet with you when reporting for your first IDT. Your agency will witness the necessary documents. They will return the completed packet and your first DA Form 1380 to Cdr, U.S. Army Human Resources Command, ATTN: Reserve Pay Support Branch (AHRC-RMB-P), 1 Reserve Way, St. Louis, MO 63132-5200.

7. Reserve Pay Support Branch will return the forms to you for correction if errors exist which could delay the completion of the DJMS-RC processing and receipt of your pay. Enclose your home/work telephone numbers and a copy of your current promotion letter or order.

8. You must submit all of the IDTs you perform on a DA Form 1380 (Record of Individual Performance of Reserve Duty Training). IAW AR 14G145, Chapter 4, para 4-5(f), DA Form 1380 will be submitted within three days after IDTs are performed. DA Form 1380 may not be submitted prior to performing IDTs. The Reserve Pay Support Branch will process your DIMA or ARE IDT pay but must have a DD Form 577 (Signature Card) on file for those individuals authorized to sign your DA Form 1380 for IDTs.

9. The HRC-St. Louis Reserve Pay Support Branch is the point of contact for any pay related inquiry. You may reach them at commercial 314-592-0482 or DSN 892-0482.

FOR THE COMMANDER:

/s/

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JAMES E. OTTO
COL, FI
Director, Plans